

# NATIONAL AMERICAN UNIVERSITY



## CATALOG ADDENDUM

2014-2015

Published March 2015

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*Quality higher education in a caring  
and supportive learning environment*

Accredited by the Higher Learning Commission  
[www.ncahlc.org](http://www.ncahlc.org) (312) 263-0456

## Learner Services

### Americans with Disabilities Act Policy - Undergraduate/Graduate

#### Requesting an Accommodation

All inquiries and requests for accommodation should be submitted to the Associate Provost and System Vice President for Campus Academic Operations System ADA Coordinator, who serves as a resource for students with disabilities, verifies and maintains documentation, considers accommodation requests, and determines reasonable accommodations.

Dr. Michael Bell ~~Dr. Meg Whiston~~

Associate Provost and System Vice President for Campus Academic Operations System ADA Coordinator

National American University

5301 S. Highway 16, Rapid City, SD 57701

Telephone: (913) 302-8863 (605) 721-5328 | Fax: (605) 721-5241

[mcbell@national.edu](mailto:mcbell@national.edu) [mwhiston@national.edu](mailto:mwhiston@national.edu)

### Student Concerns

#### Maryland

Maryland Attorney General

Consumer Protection Division

200 St. Paul St.

Baltimore, MD 21202

Phone: Toll Free (888) 743-0823 or (410) 528-8662

### Academics

#### Grade Appeal Grievance Policy

Grade appeals may be filed in circumstances in which a student believes there is a grade entry or computational error, or in instances in which the student believes that a grade was awarded in an arbitrary or capricious manner. Arbitrary and capricious includes but is not limited to:

- Instances in which the grade was awarded using criteria not outlined in the course syllabus or policies established for the class.
- Instances in which the grade was awarded for purposes other than academic merit, such as under favoritism, discrimination, or in instances where policies outlined in the syllabus or classroom have not been followed.

Grades submitted by faculty at the end of each quarter are not subject to revision on the basis of additional work or a new examination. Grade appeals may not be filed for sanctions imposed under the academic integrity or student conduct policy.

If a student questions a final grade, the student should first discuss the grade with the instructor and the academic dean. If the student still believes the grade is not appropriate, the student may request a hearing before a Grade Review Committee. The request for a hearing must be submitted prior to the end of the term following the term in which the grade was issued. Work submitted beyond the due date for an incomplete grade is considered a student initiated appeal and requires the Campus Grade Review Committee to determine whether or not a grade change should be submitted.

#### Incomplete Policy - Undergraduate

A student may request an incomplete grade ("I") if the student did not complete all requirements of the course at the time grade reports are submitted. The student must also demonstrate that extenuating circumstances prevent completion of the coursework. Examples of extenuating circumstances include the death of a relative, serious injury or illness of the student, or other special circumstances. Documentation must be provided to verify qualifying extenuating circumstances.

Incomplete grades and arrangements for the completion of course work must be approved prior to the end of the course. If granted an incomplete grade, the student will be allowed a four-week extension from the end of the course to complete missing coursework. In circumstances of military deployment or natural disasters, students may request up to a year from the end of the course to complete their coursework (see the Military Deployment and Natural Disaster Academic Accommodation policies for more information). The Satisfactory Academic Progress (SAP) for the purpose of determining financial aid eligibility will not be evaluated for students who receive an incomplete grade until the incomplete grade has been converted to a final grade.

~~Students who do not complete all requirements of the course at the time of grading may receive an incomplete grade for the course. Incomplete grades will be given only when unusual circumstances beyond the student's control prevent completion of the work in a particular course. Incomplete grades and arranging for the completion of course work must be approved by the instructor prior to the end of the course. In the absence of extenuating circumstances, remaining course work must be completed within four weeks after the end of the course.~~

### **Special Student Status**

Special status students at National American University (NAU) are those students who wish to take NAU courses, but who are not seeking a degree from the university. These students may be pursuing courses for their own personal interest, for transfer to another institution, for career advancement, or in preparation to apply to the university for a new degree program. ~~Prospective special status students must meet the educational requirements specified.~~ Prospective special status students must indicate that they are non-degree seeking on the application and must meet the educational requirements specified. Some courses are available only to degree-seeking students. The Dean of the College or the Provost may approve exceptions.

~~If at some point special status students wish to become degree-seeking, they must complete the university's entry process, including entry testing and placement as applicable, and must complete all required courses and their prerequisites per university policy. Special status students who become degree-seeking must complete the university's entry process, including entry testing and placement as applicable, and must complete all required courses and their prerequisites per university policy.~~

National American University does not offer financial aid to special status students.

### **Academic Programs**

#### **Academic Programs by Location**

Nursing BSN is not offered at the Rochester, Minnesota location.

#### **Allied Health**

##### **Medical Administrative Assistant: Associate of Applied Science Degree 94 Credits**

Offered through NAU's distance learning program. Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Georgetown, Indianapolis, Minnetonka, Rapid City, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, and Wichita West.

#### **Business**

##### **Business Administration: Bachelor of Science with Emphasis in Accounting 180 Credits**

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs South, Denver, Ellsworth, Garden City, Georgetown, Independence, Indianapolis, Lee's Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, and Wichita West. This program is also offered through NAU's distance learning program. Some of the courses in this program may be offered only through NAU's distance learning program.

##### **Management: Associate of Applied Science 93 Credits**

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Garden City, Georgetown, Houston, Independence, Lee's Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tigard, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU's distance learning program.

##### **Management: Bachelor of Science 180 Credits**

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Houston, Independence, Indianapolis, Lee's Summit, Lewisville, Mesquite, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tigard, Tulsa, Watertown, Weldon Spring, and Zona Rosa. This program is also offered through NAU's distance learning program.

## **National American University School of Nursing**

### **Bachelor of Science in Nursing Program**

The following items must be submitted with the application (the cost of the items is the student's responsibility):

- Prior to applying to the nursing program clinical core, students must meet with the financial service representative ~~at the respective campus~~ to discuss program costs. This advising session will be documented in the student application packet.

### **Associate of Science in Nursing**

The following must be submitted with the application (the cost of the following items is the student's responsibility):

- Prior to applying to the nursing program clinical core, students must meet with the financial service representative ~~at the respective campus~~ to discuss program costs. This advising session will be documented in the student application packet.

## **Organizational Leadership**

### **Organizational Leadership: Bachelor of Science 180 Credits**

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Indianapolis, Lee's Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, and Weldon Spring. This program is also offered through NAU's distance learning program.

## **Course Descriptions**

EN3050 - Technical Communication - 4.5 Credits

In this course, learners apply the principles of writing and oral presentations used in business and academia to develop a scholarly proposal. Word processing and presentation tools are used to create both a written and oral presentation of their research. Various communication formats and styles are also explored. Learners analyze and incorporate primary and secondary research and display their results and findings through graphic displays.

Prerequisite: EN1300

Delivery: on campus and online

## **National American University Directory**

### **Central Administration**

#### **Controller**

Vacant Curtis Fischer

#### **~~System Director for Learner Services~~**

Meg Whiston

### **University Locations**

#### **Ellsworth Air Force Base Extension**

##### **Campus Director**

Vacant Carlos D. Moore.

#### **Minnetonka Education Center**

##### **Interim Campus Director**

Kristin Marthaler, BS, South Dakota State University (2006). ~~Aaron Zellmer.~~

**Rapid City**  
**Senior Campus Director**  
Vacant, John P. Terry.

**Weldon Spring**  
**Campus Executive Officer**  
Nathan Watson, BA, Central Bible College (2003); MA, Assemblies of God Theological Seminary (2005). Robert Scott Yelton, Jr.

**Wichita**  
**Interim Campus Executive Officer**  
Amber Frost, BS, National American University (2012). Lindy Kralieck.

		<i>Indianapolis</i>	<i>Wichita</i>	<i>Wichita West</i>	<i>Brooklyn Center</i>	<i>Bloomington</i>	<i>Burnsville</i>	<i>Minnetonka</i>	<i>Rochester</i>	<i>Roseville</i>	<i>Bellevue</i>	<i>Sioux Falls</i>	<i>Watertown</i>
		IN	Kansas			Minnesota					NE	South Dakota	
Accounting	Accounting AAS	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>
	Accounting BS	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>
Allied Health	Healthcare Coding Diploma	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Health Information Technology AAS	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Medical Administrative Assistant AAS	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>
	Medical Assisting AAS	X	X	X <sup>4</sup>	X	X	X <sup>4</sup>	X <sup>3</sup>	X <sup>4</sup>	X	X	X	
	Medical Staff Services Management AAS	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>
	Pharmacy Technician AAS				X	X	X	X <sup>3</sup>		X	X	X	
	Therapeutic Massage AAS				X	X	X	X <sup>3</sup>		X		X	
	Therapeutic Massage Diploma				X	X	X	X <sup>3</sup>		X		X	
Business	Business Administration AAS	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Business Administration BS	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Business Administration BS w/emphasis in Accounting	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Business Administration BS w/emphasis in Entrepreneurship	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>
	Business Administration BS w/emphasis in Financial Management	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Business Administration BS w/emphasis in Human Resource Management	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Business Administration BS w/emphasis in Information Systems	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Business Administration BS w/emphasis in International Business	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Business Administration BS w/emphasis in Management	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Business Administration BS w/emphasis in Marketing	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Business Administration BS w/emphasis in Pre-Law				X	X	X	X <sup>3</sup>		X		X	
	Business Administration BS w/emphasis in Supply Chain Management	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>
	Business Administration BS w/emphasis in Tourism and Hospitality Management	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>
	Business Logistics AAS	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>
	Management AAS	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Management BS	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
Small Business Management AAS	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>	

effective 3/7/15

- 1 General education courses for the online RN to BSN program are offered at this campus. HA4050 and the Nursing Major Core must be completed through the distance learning program.
- 2 General education courses for the nursing program are offered at this campus. The Nursing Clinical Core must be completed at a campus approved to offer the full nursing program.
- 3 Only 49% of this degree may be completed at the Education Center, the remaining courses must be completed through the online format.
- 4 Some courses in this program must be taken at other campus locations.

		Indianapolis	Wichita	Wichita West	Brooklynn Center	Bloomington	Burnsville	Minnetonka	Rochester	Roseville	Bellevue	Sioux Falls	Watertown
		IN	Kansas		Minnesota					NE	South Dakota		
Criminal Justice	Criminal Justice AAS	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Criminal Justice BS	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
Health and Beauty Management AAS		X			X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>
Healthcare Management BS		X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
Information Technology	Applied Information Technology AAS	X	X	X	X	X			X	X	X	X	X <sup>3</sup>
	Computer Security AAS	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>
	Computer Support Specialist Diploma	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>
	Electronic Health Record Support Specialist AAS	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>
	Information Technology AAS	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Information Technology BS	X			X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Information Technology BS w/emphasis in Computer Security and Forensics	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>
	Information Technology BS w/emphasis in Database Administration	X											
	Information Technology BS w/emphasis in Internet Systems Development	X	X	X	X	X	X	X <sup>3</sup>	X	X	X		
	Information Technology BS w/emphasis in Management Information Systems	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	Information Technology BS w/emphasis in Network Administration/Microsoft	X									X		
	Information Technology BS w/emphasis in Network Management/Microsoft	X	X	X	X	X	X	X <sup>3</sup>	X	X	X	X	X <sup>3</sup>
	MCITP Network Management Diploma	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>
Network and Server Administrator Diploma	X	X	X	X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>	
Legal Studies	Paralegal Studies AAS				X	X	X	X <sup>3</sup>	X	X		X	
	Paralegal Studies BS				X	X	X	X <sup>3</sup>	X	X		X	
Nursing	Nursing BSN		X <sup>2</sup>	X	X <sup>2</sup>	X				X <sup>2</sup>		X	
	Nursing LPN to BSN			X									
	Nursing Online RN to BSN	X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>		X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>		X <sup>1</sup>	X <sup>1</sup>
Organizational Leadership BS		X			X	X	X	X <sup>3</sup>	X	X		X	X <sup>3</sup>

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		Tulsa	Elkworth Extension	Rapid City	Austin	Austin-South	Georgetown	Houston	Lewisville	Mesquite	Richardson	Online Campus
		OK	South Dakota		Texas							
Accounting	Accounting AAS	X	X	X	X	X	X	X	X	X	X	X
	Accounting BS	X	X	X	X	X	X	X	X	X	X	X
Allied Health	Healthcare Coding Diploma			X	X	X	X	X	X	X	X	X
	Health Information Technology AAS	X	X	X	X	X	X	X	X	X	X	X
	Invasive Cardiovascular Technology AAS				X	X <sup>4</sup>	X <sup>4</sup>					
	Medical Administrative Assistant AAS	X		X	X	X	X	X				X
	Medical Assisting AAS	X			X	X <sup>4</sup>	X <sup>4</sup>		X <sup>4</sup>	X	X <sup>4</sup>	
	Medical Staff Services Management AAS	X	X	X	X	X	X	X	X	X	X	X
Business	Business Administration AAS	X	X	X	X	X	X	X	X	X	X	X
	Business Administration BS	X	X	X	X	X	X	X	X	X	X	X
	Business Administration BS w/emphasis in Accounting	X	X	X	X	X	X	X	X	X	X	X
	Business Administration BS w/emphasis in Entrepreneurship	X	X	X		X	X	X	X			X
	Business Administration BS w/emphasis in Financial Management	X	X	X	X	X		X	X	X	X	X
	Business Administration BS w/emphasis in Human Resource Management	X	X	X	X	X	X	X	X	X	X	X
	Business Administration BS w/emphasis in Information Systems	X	X	X	X	X	X	X	X	X	X	X
	Business Administration BS w/emphasis in International Business	X	X	X	X	X	X	X	X	X	X	X
	Business Administration BS w/emphasis in Management	X	X	X	X	X		X	X	X	X	X
	Business Administration BS w/emphasis in Marketing	X	X	X	X	X	X	X	X	X	X	X
	Business Administration BS w/emphasis in Pre-Law			X								
	Business Administration BS w/emphasis in Supply Chain Management	X	X	X	X	X	X	X	X	X		X
	Business Administration BS w/emphasis in Tourism and Hospitality Management			X	X		X	X	X			X
	Business Logistics AAS	X	X	X	X	X	X	X	X	X		X
	Management AAS	X	X	X	X	X	X	X	X	X	X	X
	Management BS	X	X	X	X	X	X	X	X	X	X	X
Small Business Management AAS	X	X	X	X	X	X	X	X	X		X	

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		<i>Centennial</i>	<i>Colorado Springs</i>	<i>Colorado Springs, South</i>	<i>Denver</i>	<i>Garden City</i>	<i>Overland Park</i>	<i>Independence</i>	<i>Lee's Summit</i>	<i>Weldon Spring</i>	<i>Zona Rosa</i>	<i>Albuquerque</i>	<i>Albuquerque West</i>	<i>Tigard</i>
		Colorado				Kansas		Missouri				New Mexico		OR
Criminal Justice	Criminal Justice AAS	X	X	X	X	X <sup>3</sup>	X	X	X	X	X	X	X	X
	Criminal Justice BS	X	X	X	X	X <sup>3</sup>	X	X	X	X	X	X	X	X
Health and Beauty Management AAS		X	X	X	X	X <sup>3</sup>	X			X		X	X	
Healthcare Management BS		X	X	X	X	X <sup>3</sup>	X	X	X	X	X	X	X	X
Information Technology	Applied Information Technology AAS	X	X	X	X	X <sup>3</sup>	X	X	X	X		X	X	
	Computer Security AAS	X	X	X	X	X <sup>3</sup>	X	X	X	X	X	X	X	X
	Computer Support Specialist Diploma	X	X	X	X		X	X	X	X	X	X	X	X
	Electronic Health Record Support Specialist AAS	X	X	X	X	X <sup>3</sup>	X	X	X	X	X	X	X	X
	Information Technology AAS	X	X	X	X	X <sup>3</sup>	X	X	X	X	X	X	X	X
	Information Technology BS	X	X		X	X <sup>3</sup>	X	X	X	X		X	X	X
	Information Technology BS w/emphasis in Computer Security and Forensics	X	X	X	X	X <sup>3</sup>	X	X	X	X	X	X	X	X
	Information Technology BS w/emphasis in Internet Systems Development							X	X	X				
	Information Technology BS w/emphasis in Management Information Systems	X	X	X	X	X <sup>3</sup>	X	X	X	X	X	X	X	
	Information Technology BS w/emphasis in Network Management/Microsoft	X	X	X	X			X	X	X		X	X	
	MCITP Network Management Diploma	X	X	X	X		X	X	X	X	X	X	X	X
Network and Server Administrator Diploma	X	X	X	X		X	X	X	X	X	X	X	X	
Legal Studies	Paralegal Studies AAS						X	X	X		X			
	Paralegal Studies BS						X	X	X		X			
Nursing	Nursing ASN						X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>		X			
	Nursing BSN						X	X <sup>2</sup>	X <sup>2</sup>		X <sup>2</sup>	X	X <sup>2</sup>	
	Nursing LPN to BSN						X							
	Nursing Online RN to BSN	X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>	X <sup>3</sup>	X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>		X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>
Organizational Leadership BS		X	X	X	X		X	X	X	X		X	X	

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